



ndinawe

NDINAWEMAAGANAG  
ENDAAWAAD INC.

## **REQUEST FOR PROPOSALS**

Policy Review and Development,  
Emergency Preparedness/Business Continuity  
and  
Strategic Planning Services

Proposals will be accepted until  
Friday, July 30, 2021 at 5:00 pm (central time)

**Preference will be given to qualified Indigenous Organizations**

**Request for Proposals**  
**Policy Review and Development, Emergency Preparedness/Business Continuity**  
**and Strategic Planning Services**

Ndinawemaaganag Endaawaad Inc. (Ndinawe) is seeking proposals from interested and qualified organizations and firms to provide Policy Review and Development, Emergency Preparedness/Business Continuity and Strategic Planning Services.

**A. INTRODUCTION**

***Programs/Services***

Ndinawemaaganag Endaawaad Inc. (Ndinawe) has provided a wide range of services including shelter, recreation, education, and support since 1993. The programs and services of Ndinawe have been developed to provide Indigenous youth culturally appropriate support and resources to break the cycle of violence, poverty, homelessness, isolation, or dependency to which youth have fallen victim. To achieve our mission, Ndinawe provides a strong continuum of integrated programs and supportive services for Indigenous youth. Our programs include:

*Ndinawe Safe House:*

A safe, nurturing home for youth ages 11 to 17 who are in need of emergency shelter and who might otherwise be vulnerable to sexual exploitation and at risk of experiencing serious physical, emotional or spiritual harm

*Chu Manitou Tanka Oyati Tipi:*

An innovative transitional living program which provides stables, supportive housing for youth who are significantly at higher risk for more negative outcomes than their peers due to multiple, chronic risk factors including chronic involvement with the child welfare system, street involvement and sexual exploitation. The program offers safe, stable housing for youth 16 to 17 years of age who require support to learn the skills and knowledge required to move to successfully transition to independence.

*Tina's Safe Haven (formally Ndinawe Youth Resource Centre):*

An Indigenous youth centre which acts as a central hub in our programming which enables us to connect with high risk youth where they can build positive relationships among their peers, connect with supportive adults, and engage in safe, healthy activities. The centre provides youth 13-24 years of age a safe place 24 hours a day, seven days a week providing supports and services targeted at harm reduction, crisis intervention and stabilization to youth that are at risk for or experiencing homelessness, sexual exploitation, family conflict, placement breakdown, and mental health crisis. Additionally, the centre offers structured daily programming where youth can engage in a wide variety of recreational activities, workshops and skill development opportunities and cultural programming.

*Ndinawe Outreach:*

Workers connect with and provide support to vulnerable youth who due to their life experiences, have become entrenched in street life and are isolated from and disconnected from mainstream systems. Outreach Workers build relationships with youth who are unfamiliar with services available to them or

fear being stigmatized by accessing them. Outreach Workers are primarily connecting with youth experiencing chronic homelessness or experiencing sexual exploitation; providing resources information, advocacy, safety kits and transportation as needed.

*Wazoson Zagiiwaywin, Nest of Love and Care:*

A safe space for youth 18-24 who are unprepared to navigate adult systems due to their chronic homeless and struggles with a myriad of unique challenges such a mental health, addictions, and a history of trauma. Youth may access specialized Housing and Employment Supports. Additionally, youth have access to showers, personal hygiene supplies, emergency clothing, laundry facilities and healthy snacks.

*Child and Youth Care Certificate Program:*

A one of a kind in Canada program. It is a community-based, academic program offered in partnership with Red River College which provides accredited training to experiential adults to obtain a Child and Youth Care certificate. In addition to the academic training, the program offers life skills training, counselling, and cultural supports to ensure students are successful in the program and transition into employment upon graduation. The program not only positively impacts the life of the students and ladders them into employment, but it also serves to break the cycle of poverty as many of our graduates are the first in their families to succeed in educational pursuits.

*Ode Zhigo Ode, Heart to Heart:*

A five-year community-driven and research-based project that focuses on creating a teen dating violence prevention curriculum and program from and Indigenous designed lens.

**Funding**

Ndinawe is funded by multiple sources for the current fiscal year including, but not limited to:

1. Province of Manitoba:
  - a. Department of Families – Tracia’s Trust
  - b. Victim Services
  - c. Lighthouses
  - d. Manitoba Art Council
  
2. Government of Canada:
  - a. Urban Programming for Indigenous Peoples
  - b. First Nations and Inuit Health Branch
  - c. Public Health Agency of Canada
  - d. Employment and Social Development Canada – Canada Summer Jobs
  - e. Reaching Home – End Homelessness Winnipeg
  
3. Other:
  - a. United Way Winnipeg
  - b. The Winnipeg Foundation

- c. City of Winnipeg
- d. Centre for Aboriginal Human Resource
- e. Canadian Women's Foundation
- f. The Home Depot Canada Foundation
- g. Peter Gilgan Foundation

(Please see attached annual report and audited financial statements)

### **Governance**

Ndinawe is governed by a volunteer Board comprised of a maximum of 10 and minimum of 5 persons consisting of 9 community members and 1 designated staff representative.

### **B. GENERAL INFORMATION**

Ndinawe is seeking a consultant to:

1. Conduct a comprehensive review of existing organizational policies and employee handbook; make recommendations for changes, amendments and additions; and implement the approved recommendations.
2. Develop a clear, comprehensive, and executable emergency preparedness/business continuity plan. The plan must be fully integrated and accessible across the organization and must be practical and relevant.
3. Define and facilitate a strategic planning process that will result in the development of an organizational five year plan as well as annual plans. The final plan will provide structure, organizational guidance and continuous development for future decision making and the achievement of critical goals. The strategic planning process will be designed to activate the Board, staff and various stakeholders including community members and partner organizations in a) developing a comprehensive and effective five year strategic plan that builds upon organizational strengths and successes to support organizational growth and contribute to community prosperity, b) establishing annual plans which identify, communicate and monitor progress of key priorities for each year to assist in the advancement of the strategic plan, and c) determining organizational priorities and related measures.

### **C. TIMING OF SERVICES**

It is expected that the firm will be selected in mid August 2021. Once selected the successful proponent will be notified. The firm will be expected to commence the project by September 1, 2021.

### **D. PROPOSAL CONTENT**

Proposals must include the following:

- 1. Professional Fees** – The proposal must identify all costs related to the proposed scope of work as well as any costs for subcontractors to be engaged in the process.

**2. Project Workplan** – The proposal must identify a clearly articulated project plan for deliverables including dates for engagement, consultation, and final presentation of work.

**3. Cultural Competency** – Details of the organization’s cultural competency and/or experience in working with Indigenous organizations must be included.

#### **E. CLOSING DATE & TIME**

Proposals must be submitted on or before July 30, 2021 no later than 5 pm central time. Proposals must be sealed and addressed to Ndinawe, 650 Burrows Ave., Winnipeg, MB R2W 2A8  
Attention: Shanlee Scott, Executive Director or submitted electronically to [shanlee@ndinawe.ca](mailto:shanlee@ndinawe.ca)

#### **F. PROPOSAL SPECIFICATIONS**

This RFP does not commit Ndinawe to award any contract and/or the payment of any costs including, but not limited to those incurred in the preparation of proposals under this request. Ndinawe reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with all qualified proponents, and/or to cancel, in part, or in whole this RFP if it is in the best interests of Ndinawe to do so.

Ndinawe may, solely at its discretion, require the bidder selected to participate in negotiations, to submit additional information, provide clarification, or make revisions to their proposal which may result from negotiations. All items submitted in a proposal are subject to negotiation.

#### **G. TIMING OF DECISION**

Ndinawe may short list the applications and invite a small number of firms to present their proposals virtually. These presentations will occur by invitation only. It is anticipated that the final decision will be made by mid August 2021.

#### **H. EVALUATION PROCESS**

Proposals will be evaluated based on the criteria listed below.

Selection of the winning proposal will be made based on the outcome of the combined scores of all reviewers. This method of proposal evaluation may result in the proposal being awarded to other than the lowest priced proposal.

##### **1. Qualifications (30%)**

- Consultant has the qualifications necessary to successfully complete the scope of work
- The consultant has prior experience working on similar projects

##### **2. Cultural Competency (25%)**

- The proposal details the consultant’s cultural competency and experience working with Indigenous organizations

##### **3. Scope of Proposal/Work Plan (20%)**

- The proposal demonstrates an understanding of the project objectives and desired results
- The proposal illustrates an approach to the scope of work that will lead to the successful development of actionable organizational policies and employee handbook, emergency preparedness/business continuity and strategic plans
- The proposal includes appropriate process to engage/consult with the Board, staff and various stakeholders including community members and partner organizations
- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
- The work can be completed within a reasonable project timeline

#### 4. Innovation (15%)

- The proposal demonstrates innovative approaches to planning, facilitation and stakeholder engagement

#### 5. Cost Effectiveness (10%)

- The proposal includes a detailed budget for each stage of the scope of work
- Proposed costs are reasonable